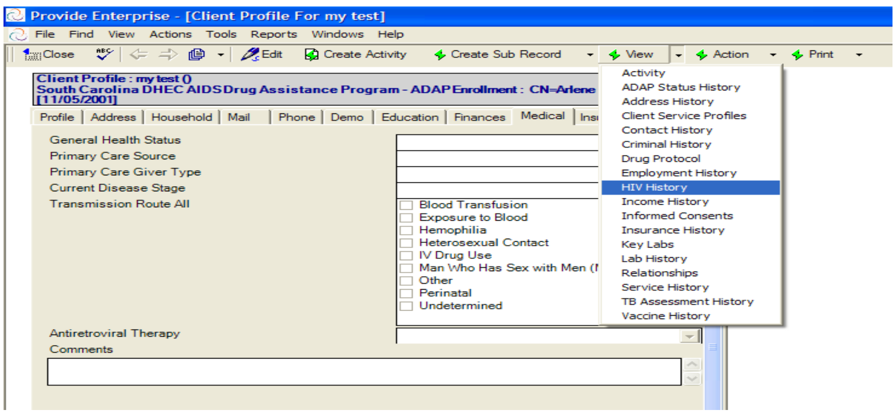
RDR Error Correcting Instructions
Provide Enterprise v 4.2 South Carolina

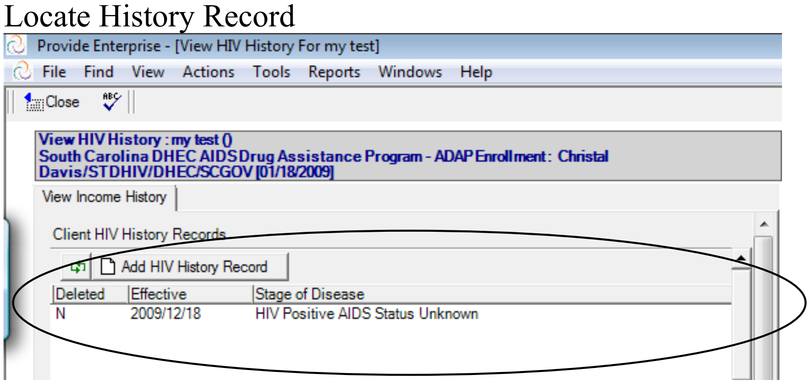
Client with Missing/Incorrect HIV History (Condition) information:

Note: SC's Provide Enterprise is designed for you to be able to correct errors proactively. Information is tracked in PE to allow updating as changes are provided to your agency. ***Tip: Be sure to use the "Actions – Check for Completeness" feature*** *when you create or update a client's profile, as information is made available during the 2009 data collection year.* ***This feature will prevent you from having to go back and correct errors in Client Level Data, by telling you what data needs to be entered during the reporting period.***

If creating HIV History/Condition after the end of the reporting period follow these steps:



Locate History Record



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If client has no HIV History or Only (1) One HIV History : See Steps below.

Test/evaluate the steps below on a single client record that has errors(s) before correcting numerous clients. Re-run the RDR and error report after a single correction. If the error does not go away, contact the GTI Help Desk with this client's name before correcting all of your clients.

Double-click the most recent HIV History record to Open it. (*Failure to follow the directions below may result in continued errors.*)

Hint/Tip: In the "Date Information Effective," you must enter a date prior to the end of the reporting period. ***It is SC DHEC's recommendation for you to enter the Date of HIV Diagnosis if the client has no HIV History or only one HIVHistory**. Entering this date will allow you to run the RDR for periods prior to the current reporting period. For example, if you are running a PDR/RDR for Jan – Dec 2008, and you enter a date within that period only, this client will error out when you attempt to run the RDR for 2007.

Correct missing or incorrect information such as : *Stage of Disease; ARV Therapy, Date AIDS Diagnosed(If applicable), All Possible Transmission routes.* Save the record. Evaluate the change.

If client has (2) two or more HIV History Records: See Steps Below.

Double-click the most recent HIV History record that falls inside of the RDR reporting period and Open it.

Hint/Tip: In the "Date Information Effective," should be **a date *inside* of the reporting period that is after the most recent HIV History Record.**

For example,
If the report is the RDR for the reporting period 01/01/2008 – 12/31/2008. Pretend the client's record has three HIV History Records and the most recent record is 9/10/2008. In this case you will want to edit the 9/10/2008 record, enter the missing or incorrect information, and save the record.

Correct missing or incorrect information such as Stage of Disease or ARV Therapy, and save the record. **Save the record and evaluate the change by re-running the RDR and error report after a single correction. If the error does not go away, contact the GTI Help Desk before correcting all of your client records.**

Other RDR Errors and Location to Correct Data:

Client Demographic Information

- Date Of Birth , Gender

Name(s), Gender, DOB and SSN can all be entered under the "Profile" tab. You can simply type in the information for name, DOB and SSN. For gender, you must select the correct information for the client by using the drop-down arrow on the right side of the field. Some of this information may already be in the record from the client registration process, but you can change it from here if needed.

- Race - All Races Self Identified/Ethnicity

Under the "Demo" tab. Select all races that the client identifies with from the matching list in PE. (Note: This question is client self-report. Each CM must ask client for this information.)

- Unknown Income/ Household Size;

Under the "Household" tab. Go to the bottom of this record and add the contact records/ household members first. To do this, you click on the "Add" button. This will open up a contact record where you will enter in the data from this section as it relates to the fields in PE. A separate contact record has to be added for each member of the household. If you need to edit an existing contact record's information or change the status to "inactive" then double click on the contact member's name listed in the box near the bottom of the page. PE computes the household income. Information in records marked ("Household Member ?"= Yes) will be included in the household.

- Unknown Housing/living arrangement (Living Situation)

***Housing Type**: Under the "Address" tab. Use the drop-down arrow on the right side of the field to select the appropriate number/category.*

- Unknown Insurance: Primary Source of Medical Insurance (Service Payment Source - First)

Under the "Insurance" tab, go to the "Public" sub-tab. Use the drop-down arrow on the right side of the "Primary Medical Payment Source" to select the ONE payment source that is primary. To do this, you must rank the payment sources that the client has if it is more than one. Private insurance is always first; next is Medicare; third is Medicaid and last is always Uninsured. For example if a client has Medicare and Medicaid, then Medicare will be primary because it must be used first.